

## ANNEX Q

### RESOURCE MANAGEMENT

#### A. PURPOSE

The purpose of this annex is to provide for the proper coordination of resources by mitigation and preparedness actions to effectively respond to all types of emergencies and disasters. This mission is to provide an orderly transition from local (county) control and management of resources to State and/or Federal government.

#### B. SITUATION AND ASSUMPTIONS

##### 1. Situation

- a. This annex is designed to provide guidance for management of resources in an emergency situation.
- b. It outlines procedures for requesting assistance and resources during an emergency.
- c. It establishes a network for response inventory to assist in keeping adequate resources available.
- d. It provides for proper coordination of available resources and their sources through management.

##### 2. Assumptions

- a. In the event of an emergency or disaster, the State may not be able to rely on outside assistance. Therefore, the State must rely mainly on supplies and resources that are available from within. These supplies and resources may be privately owned, city owned, county owned, State owned, or owned by volunteer organizations.
- b. The occurrence of an emergency or disaster situation can result in either the loss of life and/or property. During such an emergency, it is the responsibility of the State to try to protect the lives and property of its citizens. Efforts to mitigate these problems are to be coordinated through the State EOC, where a list of available resources should be on file.

## C. CONCEPT OF OPERATIONS

1. In order that a state of preparedness can be maintained in accordance with the policies and procedures set forth in the West Virginia Emergency Operations Plan, where applicable, responsibilities are herein assigned to various departments and agencies of the State as permanent responsibilities. Where no established agency exists to properly administer to a resource area, personnel shall be obtained from private resources normally engaged in areas concerned, i.e., electric, power, food, industrial production.

2. Assigned responsibilities include developing plans to conserve and direct the distribution and use of resources, in accordance with state and federal policy.

3. It is the responsibility of the State to protect the lives and property of its citizens. Among the actions to be taken are the following:

a. Commit all, or part, of its available resources necessary to protect lives and property and to relieve suffering and hardship.

b. In the event that all resources have been exhausted, assistance may be obtained from the Federal Emergency Management Agency (FEMA) and/or from another state through the Emergency Management Assistance Compact (EMAC). Request for this assistance must be made through the West Virginia Office of Emergency Services (WVOES).

c. All agencies and departments of State government should maintain a list of available resources that can be used during an emergency/disaster. This information will be made available to the State OES upon request.

d. All agencies and departments of State Government should maintain records of all resources utilized, such as personnel, equipment, and materials.

### 4. Phases of Management

#### a. Mitigation

(1) Plan resource services to be provided in an emergency.

(2) Coordinate all activities through the WVOES.

(3) Coordinate the use of needed resources during emergencies.

#### b. Preparedness

(1) Identify emergency resources and sources for requesting assistance.

- (2) Prepare and periodically update lists of needed resources.
- (3) Coordinate resources with other agencies and volunteer organizations in order to maintain adequate resources.

c. Response

- (1) Distribute and manage resources.
- (2) Coordinate resources for disaster victims.
- (3) Identify resource distribution centers.
- (4) Coordinate services with local governments.
- (5) Maintain a list of sources available to provide materials, equipment, and other resources during emergencies.
- (6) Coordinate local efforts with other agencies.
- (7) Keep records of services and resources utilized during an emergency.

d. Recovery

- (1) Assess needs of victims.
- (2) Estimate costs to provide resources.
- (3) Assess impact of the emergency on the available resources and identifiable needs.
- (4) Coordinate resource management.
- (5) Provide public information for communication to victims.
- (6) Record resource needs and available supplies.

D. ORGANIZATION

During an emergency, the West Virginia Office of Emergency Services (WVOES) will coordinate and identify essential resources to be rendered to disaster victims. These resource management areas need to be addressed in addition to the normal emergency role of Emergency Services during emergencies.

E. DIRECTION AND CONTROL

The WVOES will be responsible for coordinating resource management activities. The major responsibility is to identify available sources from which needed resources can be obtained during an emergency situation. Coordination of these resources during emergencies will be handled through the State EOC.

F. CONTINUITY OF GOVERNMENT

Lines of succession are in accordance with the Basic Plan. The SEOC is directly responsible for proper coordination of resource management. Provisions for an alternate or backup operation should be established.

G. ADMINISTRATION AND LOGISTICS

1. Accurate records must be maintained of services and resources rendered and obtained during emergencies.
2. Detailed documentation of any assistance given to or received from mutual aid jurisdictions must be maintained and delivered to the proper authorities for disposition of future claims.
3. Problems encountered during the disaster as well as their solutions should be noted for discussion in the After-Action Report.
3. An emergency response critique will be held after the disaster to review each agency's response and determine how the response could be altered in the future to better meet the needs of the population.

H. AUTHORITIES AND REFERENCES

1. West Virginia Emergency Operations Plan
2. Emergency Management Assistance Compact Procedures